



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

COMNAVRESFORCOMINST 1626.1
NOOC

23 OCT 2002

COMNAVRESFORCOM INSTRUCTION 1626.1

Subj: COMMANDER, NAVAL RESERVE FORCES COMMAND
(COMNAVRESFORCOM) STAFF DISCIPLINARY REVIEW BOARD (DRB)

Encl: (1) DRB Recommendation Sheet

1. Purpose. To establish the function and authority of COMNAVRESFORCOM Staff DRB.
2. Cancellation. COMNAVRESFORCOMINST 1626.1
3. Discussion. The DRB is established to provide a means of maintaining good order and discipline, correcting minor disciplinary infractions, and promoting positive behavior changes to members of this command by involving them in the discipline process. The DRB does not have the authority to award punishment. The DRB serves as a fact finding and advisory body by investigating the alleged violations and making recommendations, using enclosure (1) of this instruction to the Commander via the Chief of Staff and Deputy.
4. Membership. The DRB will be composed of chief petty officers assigned by the Command Master Chief (CMDCM). The DRB will have a representative from four disassociated divisions or departments and will never have less than four members. Chief petty officers from the same division as the accused will not be members of the board nor participate in recommending disposition of the case. The CMDCM will preside over all DRBs.
5. Authority. The Commander is directly responsible for administration and has been authorized to delegate this authority to the Chief of Staff. Every violation of the Uniform Code of Military Justice (UCMJ) committed by E6 and below personnel assigned to COMNAVRESFORCOM will be investigated by the DRB. The DRB has the authority to handle disciplinary reports in the following manner:
 - a. Recommend dismissal.
 - b. Recommend departmental Extra Military Instruction.
 - c. Recommend forwarding to Non-Judicial Punishment.

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6. Right of the Accused. The Chief Master-at-Arms will ensure that the accused is afforded all rights under Article 31 of the UCMJ. DRB recommendations are to be held in strict confidence to protect the rights of the accused under the UCMJ.

7. Responsibilities. The CMDCM will convene the DRB as required to expeditiously process completed report chits.

a. The DRB shall review each case and take the following action:

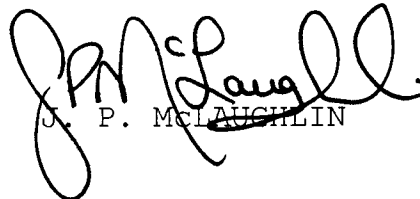
(1) Determine the facts surrounding the allegation.

(2) Interview the division officer, division leading chief petty officer, division leading petty officer of the accused, and witnesses and other involved parties as necessary.

(3) Review the service record of the accused.

(4) Forward the DRBs recommendation for disposition of the case to the Chief of Staff.

b. The Chief of Staff may bypass the DRB when deemed necessary and also may dismiss a case.


J. P. McLAUGHLIN

Distribution:

COMNAVRESFORCOM (DCOSS/Division Directors/Special Assistants/CMDCM)

23 OCT 2002*SAMPLE*

DISCIPLINARY REVIEW BOARD RECOMMENDATION

Date:

MEMORANDUM

From: Disciplinary Review Board
To: Executive Officer
Via: Discipline Officer

Ref: (a) COMNAVRESFORCOMINST 1626.1

Subj: DISCIPLINARY REVIEW BOARD RECOMMENDATIONS

1. The Disciplinary Review Board was held at _____
on _____, 2002 in the case of _____.

2. The board recommends the following action:

- () Dismissal
- () Counseling at department level
- () Extra Military Instruction (EMI)
- () Forwarding for Executive Officer's Inquiry (XOI)

3. The board consisted of the following members:

Chairman:	_____	_____
	Last, First, MI	Department
Member:	_____	_____
	Last, First, MI	Department
Member:	_____	_____
	Last, First, MI	Department
Member:	_____	_____
	Last, First, MI	Department

Board Chairman Signature

Enclosure (1)